

Putnoe Primary School PUPIL REGISTRATION FORM



PLEASE PRINT CLEARLY and return to the school office. All information will be treated as confidential.

CHILD DETAILS

Child's Surname: Legal Surname: Forename(s):

Middle name(s): Chosen name(s): Date of Birth:

Country of birth: Date of arrival in UK (if not UK born).....

Please give further information if child has lived in more than one country.....

.....

.....

Nationality: (Please circle) Gender: Male / Female

School start date:

Home Address: Post Code:

Email Address:

SIBLINGS Please give details of brothers and/or sisters attending Putnoe Primary

Name of sibling/s attending school

..... Date/s of Birth:

PARENTS DETAILS Parent(s)/Legal Carer(s) with whom the child lives

1. (Please circle your correct title) Mr. Mrs. Miss. Ms

2. Mr. Mrs. Miss. Ms

Surname:

Surname:

Forename:

Forename:

Relationship to child:

Relationship to child:

Address: (If different from above)

Address: (If different from above)

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Post Code:

Post Code:

Tel. no. at this address:

Tel. no. at this address:

Mobile no:

Mobile no:

Work no:

Work no:

(Please circle) Parental responsibility: YES / NO

(Please circle) Parental responsibility: YES / NO

SUPPORT FOR PARENTS AND CARERS

Interpreter support needed at parents' meetings YES / NO

Information about education system/formal assessment/exams needed for parents/carers YES / NO

Refugee Status YES / NO

Asylum Seeker Status..... YES / NO

Parent or Carer can bring an interpreter..... YES / NO

Parent or carer can arrange for school letters to be translated..... YES / NO

Contact details of local community groups.....

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ADDITIONAL EMERGENCY CONTACTS

1. *(Please circle your correct title)* Mr. Mrs. Miss. Ms

2. Mr. Mrs. Miss. Ms

Surname:

Surname:

Forename:

Forename:

Relationship to child:

Relationship to child:

Address:

Address:

.....

.....

Post Code:

Post Code:

Tel. no. at this address:

Tel. no. at this address:

Mobile no:

Mobile no:

Work no:

Work no:

(Please circle)

Permission to collect child: YES / NO

(Please circle)

Permission to collect child: YES / NO

CARE Please provide details of care arrangements if child is looked after by Social Services

Name of Social Worker:

Contact Telephone No:

Local Authority responsible:

Date of entering care:

MEDICAL INFORMATION

Child's Doctor:

Address of surgery:

Tel. No:

Important medical information: e.g. Asthma, Eczema, Diabetes, Epilepsy, Hayfever, other:

.....
.....

Allergies:

Epipen needed: Yes / No

Any medication to be kept at school:

Disability (Type):

Special requirements:

On Children with Disabilities Register: Yes / No

SPECIAL EDUCATIONAL NEEDS

Does your child have any Special Educational Needs? Yes / No

Does your child have an Educational Health Care Plan? Yes / No

Details:

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In order to provide the best possible support to you and your child either in school or by accessing any external out of school provision (with your permission), we would like to ask the following questions:

Does your child help to support another family member (sibling/parent/grandparent) Yes / No

Are there any issues that could affect your child that you think we should be aware of (such as recent family bereavement, major illness, domestic difficulties) Yes / No

Is your child fostered through a private arrangement between yourself and the birth parents Yes / No

Does your child have a disability which may require us to make special arrangements for them with regards to physical access to the school Yes / No

Does your child have a disability which may require us to make special arrangements for them with regards to access to any part of the National Curriculum Yes / No

We understand that you may not want to disclose this information here but if you would like to discuss these or any other confidential matters in person then please make an appointment to talk to us.

EDUCATIONAL BACKGROUND (please include pre-school)

Name of School or Nursery:

Address: Postcode:

Telephone No:

Dates attended – From: To:

Favourite subjects in school.....

Interests and hobbies.....

Prior experience which may affect learning e.g. trauma, disrupted education.....

.....

Will your child be attending community class/school? Please give details.....

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Does your child need to wear particular clothing for cultural/religious reasons?.....

.....

Previous schooling including breaks in education, pre-school and UK education

Country	Date started	Ages (from-to)	Languages used	Assessment exams/grades	Repeated years

MEAL ARRANGEMENT

Free School Meal Paid School Meal Sandwiches

Dietary Needs e.g. vegetarian, no pork, no dairy etc.

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MODE OF TRANSPORT (Please indicate how your child usually travels to school)

Walk Car Car share Bus Taxi

ETHNIC DATA

		Please tick ✓
White	British	
	Irish	
	Traveller of Irish Heritage	
	Gypsy/Roma	
	Italian	
Mixed	White Other	
	White and Black Caribbean	
	White and Black African	
	White and Asian	
Asian or Asian British	Any other mixed background	
	Indian	
	Pakistani	
	Bangladeshi	
Black or Black British	Any other Asian background	
	Caribbean	
	African	
Chinese	Any other Black background	
	Chinese	
Any other ethnic background	Other	
I do not wish an ethnic background category to be recorded	Refused	

Religion (if any):

CHILD'S USE OF LANGUAGE (Including English)

Language	Speaking (proficiency)	Reading (proficiency)	Writing (proficiency)	Used with/where

ADDITIONAL INFORMATION (Please provide any information you feel may be relevant)

EU General Data Protection Regulation (GDPR) Data Protection Act 2018

Please note that personal details supplied on this form will be held and/or computerised by Putnoe Primary School for Education purposes and to meet legal requirements and legitimate interests set out in GDPR and UK law.

The information will be disclosed and held by the Local Education Authority, the DfES (Department for Education and Skills), the QCA (Qualifications and Curriculum Authority) .

Full details of the purposes and use made of the information provided are outlined in the GDPR Privacy Notice for pupils and their families which accompanies this form.

For Office Use Only - Birth Certificate Seen: Yes / No

HOME-SCHOOL AGREEMENT

At Putnoe Primary School we endeavour to:

Provide a broad, balanced learning experience, which develops the full potential of each individual child

Provide a safe, welcoming and stimulating environment for all children, parents and visitors.

Inform parents of any racist incidents that may occur in school involving their child in any way

Set high standards in teaching and learning and encourage good learning attitudes.

Provide a discipline structure, which promotes self-discipline, a pride in themselves, respect for others and the environment.

Promote respect, tolerance and understanding of various cultures and religions through assemblies and visiting speakers.

Inform parents about their child's performance and progress through formal and informal consultations and written reports.

Inform parents about the school activities through regular letters home, newsletters and notices about special events.

Contact parents if there are any concerns or problems that may affect their child's work or behaviour.

Signed.....Date.....on behalf of Putnoe Primary School

As a parent/guardian I accept responsibility to:

See that my child attends school regularly, punctually and is appropriately dressed.

Be aware of and support the school's policy for discipline and behaviour (Policy available on our website).

Support my child in homework and other opportunities for home learning e.g.: reading diaries, spellings etc.

Support my child and set an example, ensuring that swearing and unacceptable behaviour does not happen on the school site.

Ensure that my child regularly brings their reading folder to school and to check for information sent home.

Take an active interest in my child's education by attending parent consultation evenings and other educational events held at the school.

Provide a named PE kit including plimsolls to be available in school at all times.

Inform the school of any absences or appointments including concerns that may affect my child's work or behaviour.

Signed.....Date.....parent/guardian

As a pupil at Putnoe Primary School I will endeavour to:

Follow the school Charter of Rights and Playground Rules (displayed in classroom & playground).

Bring my reading folder to school regularly.

Inform my parent/guardian of any letters and information sent from the school.

Complete homework tasks as set by the class teacher and hand it in on time.

Discuss any concerns that I may have with any member of staff when I feel the need, including any racist incidents or bullying.

Respect all adults and fellow pupils.

Pupil Name..... Date.....

GUIDANCE FOR PARENTS TAKING PHOTOGRAPHS AND FILMING AT SCHOOL PRODUCTIONS

Throughout the course of the school year we will be staging productions and special events. We are sure some parents/carers would like to take photographs/videos of the production. You will have previously signed the consent form stating whether or not your child could be photographed by the school for use on our website or in the press. This does not cover parents/carers taking photographs/video of school productions/events. We would therefore ask you to follow the guidance below.

If you wish to take photos at the production there is a strong possibility that other children will also be included within the picture.

At Putnoe Primary we are happy for parents and carers to take photos and video of events for personal use but we request that these images are not distributed or put online. This is to protect all members of the community.

We all enjoy and treasure images of our family and friends; family events, holidays and events are moments we all like to capture in photos or on video. We now have the exciting dimension of adding our images and videos to our online social network, such as Facebook, YouTube and many other websites. This means that we can easily share our photos and video with family and friends.

Whilst this can be very useful to all of us we must ensure we protect and safeguard all children and staff, including those who do not want to have their images stored online.

Please be aware that parents are not permitted to take photographs or to make a video recording for anything other than their own personal use.

- Once posted and shared online any image or video can be copied and will stay online forever.
- Some children are at risk and **MUST NOT** have their image put online. Not all members of the community will know who they are.
- Some people do not want their images online for personal or religious reasons.
- Some children and staff may have a complex family background which means that sharing their image online can have unforeseen consequences.

*Therefore in order to keep all members of the community safe we must all
'Think Before We Post' Online.*

I have read and understood the above information

Signed (Parent/Carer).....Date.....

